



CITY OF SAN ANTONIO
OFFICE OF CULTURAL AFFAIRS

Neighborhood Heritage Initiative APPLICATION (Page 1 of 8)

Fiscal Year 2004-05

All applications must be typewritten in 10 pt. size or larger.

Completed applications and supporting materials must be received in the City Clerk's Office by May 7, 2004 by 4:00 pm. Incomplete or late applications will not be accepted.

Applications will not be accepted by E-mail or fax.

NCR agency

Name

Address

City, State, Zip

Phone

Fax

Email

Website

Art / Cultural partner(s) If more than one, list most important entity here and attach additional partner information.

Name

Address

City, State, Zip

Phone

Fax

Email

Website

This project will support the following existing NCR community event:

NCR event

NCR project area

Contact (person to whom questions about the application should be directed):

Name Organization Title

Phone Fax E-mail



Neighborhood Heritage Initiative Application (Page 2 of 8)

Fiscal Year 2004-05

Please be brief and confine your answers to the space provided.

Proposed Project Summary

Amount Requested

Projected Total Audience

Working Title of Project

1. Describe **what** your proposed project is, **where and when** it will take place, and **who** or what is being featured.



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Please be brief and confine your answers to the space provided.

2. Describe the artistic **quality** of your proposed project. Also, describe the art/cultural partner's history of **artistic merit** (include past projects) and/or the process for artist selection.

3. Describe how your proposed project is **culturally relevant** to the NCR project area.



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Please be brief and confine your answers to the space provided.

4. Describe the goals and objectives of the project's **partnership(s)**.

5. Describe the community and other **stakeholder involvement** of the proposed project and how these relationships will achieve the project goals.



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Please be brief and confine your answers to the space provided.

6. Describe the potential **impact** of your proposed project and how it will effectively support, enhance, and promote the existing NCR community event.



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7. Present a realistic, justifiable, and accurate **budget**.

Art / Cultural Partner Fee(s)

<input style="width: 80%;" type="text"/>	X	<input style="width: 80%;" type="text"/>	X	<input style="width: 80%;" type="text"/>	=	<input style="width: 95%;" type="text"/>
# of Hours		Rate per hour		# of Partners		\$

Artist(s) Fees

<input style="width: 80%;" type="text"/>	X	<input style="width: 80%;" type="text"/>	X	<input style="width: 80%;" type="text"/>	=	<input style="width: 95%;" type="text"/>
# of Hours		Rate per hour		# of Artists		\$

Production

Materials	\$	<input style="width: 95%;" type="text"/>
Equipment.....	\$	<input style="width: 95%;" type="text"/>
Transportation.....	\$	<input style="width: 95%;" type="text"/>
Travel (if required).....	\$	<input style="width: 95%;" type="text"/>
Labor.....	\$	<input style="width: 95%;" type="text"/>
Rentals.....	\$	<input style="width: 95%;" type="text"/>

Marketing and Promotion.....	\$	<input style="width: 95%;" type="text"/>
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	TOTAL	<input style="width: 95%;" type="text"/>
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Fiscal Year 2004-05

Please be brief and confine your answers to the space provided.

8. What is the timeframe for your proposed project's completion?

From to

(Please note that a detailed implementation **schedule** and **marketing plan** will be required for all awarded contracts.)

9. The date(s) of the NCR required community event will be:

From to

10. Describe any **city policy** affecting the area and/or **plan coordination** influencing the project i.e. CRAG, Historic Tax Credit, City or Neighborhood Master Plans, etc.



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Fiscal Year 2004-05

Signature and Americans with Disabilities Act

Certification

By signing this application, the application partners certify that all information contained in this document is true and accurate, and also agree to comply in every way with all applicable entity or individual receiving grant provisions of the Americans with Disabilities Act of 1990.

NCR agency

Art / Cultural Partner

Printed Name Title

Printed Name Title

Signature

Signature

Date

Date

Completed applications and supporting materials must be received in the City Clerk's Office by May 7, 2004 by 4:00 p.m. Incomplete or late applications will not be accepted. Applications will not be accepted by E-Mail or fax.

Required attachments:

1. **Typed**, signed, original application and two (2) copies.
2. Copy of organization's qualifying 501 (c) 3 letter of determination.
3. A list of the NCR's current Board members and officers.
4. A list of the art partner's current Board members and officers (if applicable.)
5. Financial documentation for fiscal year that ended in 2002.

Additional attachments that can be considered:

1. Letters of commitment.
2. Résumé(s) of artist(s).

Application Checklist:

1. Have you answered Questions 1-10?
2. Have you provided a clear description of the project?
3. Have you provided realistic budget projections for the project? (please check figures for accuracy)
4. Have you submitted ALL requested materials?
5. Have you made 2 copies of your application?